

# SELMA UNIVERSITY

## *SUMMER 2016 COURSE SCHEDULE*

REGISTRATION BEGINS  
APRIL 25TH AT 9:00AM  
REGISTRAR'S OFFICE

SUMMER SEMESTER  
MAY 16, 2016-  
JUNE 24, 2016

**President  
Dr. Alvin A. Cleveland Sr.**



*Selma University is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.*

# SELMA UNIVERSITY REGISTRATION

## REGISTRATION CALENDAR

### **MAY 16—JUNE 24 (6WEEKS)**

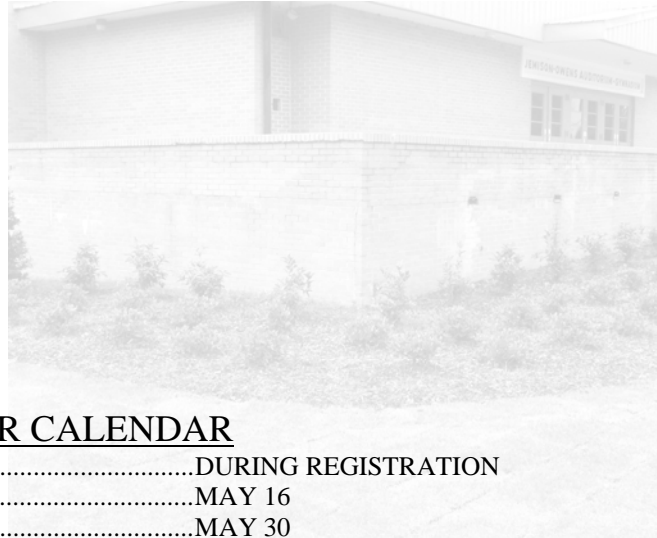
#### **EARLY REGISTRATION HOURS**

APR 25 (M) 9AM-5PM  
APR 26 (T) 9AM-5PM  
APR 27 (W) 9AM-5PM  
APR 28 (TH) 9AM-12PM

#### **REGULAR REGISTRATION HOURS**

MAY 9 (M) 9AM-4PM  
MAY 10 (T) 9AM-4PM  
MAY 11 (W) 9AM-4PM  
MAY 12 (TH) 9AM-4PM  
MAY 13 (F) 9AM-4PM

\*\$10 Fee for Program Change



### SEMESTER CALENDAR

*DROP/ADD.....	DURING REGISTRATION
CAMPUS CLASSES BEGIN.....	MAY 16
LAST DAY TO WITHDRAW FROM A COURSE.....	MAY 30
LAST DAY TO WITHDRAW FROM SCHOOL.....	JUN 6
FINAL EXAMINATION PERIOD.....	JUN 20-23
COMMENCEMENT.....	JUN 24

\*\$10 Fee for Program Change

#### CLASS HOLIDAYS

MONDAY, MAY 30.....MEMORIAL DAY

- ALL CLASSES MEET FOR 2 HOURS M-TH.
- THERE ARE NO FRIDAY CLASSES.

### OFFICE OF THE REGISTRAR

MAIN CAMPUS  
DINKINS BUILDING, 110  
(334) 872-2533

SUMMER 2016 REGISTRATION

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# SELMA UNIVERSITY REGISTRATION

## ADMISSIONS-ROOM 210

### **Have You Been Admitted to the University?**

- ⇒ Check With Admissions Counselor For Status

### **Placement Exam?**

- ⇒ Your Admissions Counselor Will Sign You Up For Placement Exam if necessary

### **Go See Your Advisor**

- ⇒ Your admissions counselor will let you know who your advisor is and where to find him/her
- ⇒ *YOUR ADVISOR WILL HELP YOU CHOOSE YOUR CLASSES*

<b>Academic Department</b> .....	<b>Chairperson</b>
A.A. Bible and Theology .....	Rev. Joe J. Peterson
B. A. in Religion (Bible and Pastoral Ministry) .....	Rev. Joe J. Peterson
B. A. General Studies (Bible, Theology/Christian Edu.).....	Rev. Joe J. Peterson
B. A. General Studies.....	
B. A. General Studies (Business Administration) .....	Ms Wanda Salone
B. A. General Studies (Biology/Physical Education) .....	Ms. Tiffany Reeves
College of Allied Health .....	Ms. Marchina Harrell

**YOUR SCHEDULE OF CLASSES MUST BE SIGNED BY YOUR ADVISOR**

## REGISTRATION - ROOM 110

### **Registration Form Signed?**

- ⇒ Register Your Classes
- ⇒ Receive Your Printed Schedule

## FINANCIAL AID - ROOM 109

### **Financial Aid (FAFSA) Application Completed?**

- ⇒ Make sure your financial aid has been accepted by the university
- ⇒ Make sure financial aid file is complete

## BUSINESS OFFICE - ROOM 110

### **Tuition and Fees Covered?**

- ⇒ Make Payment Arrangements (If necessary)
- ⇒ Verify Your Health Insurance (14 days from start of weekday classes)
- ⇒ *EVERY STUDENT MUST HAVE HEALTH INSURANCE*
- ⇒ Validate Your Schedule (Receive printout of charges)

## STUDENT ID - ROOM 207

- ⇒ Show Printout of charges to receive ID
- ⇒ Have Your Picture Id Taken And Receive Your Student Id
- ⇒ Sign For Your Id-*Receive Your Id Before You Leave*
- ⇒ *ID'S MUST BE WORN AT ALL TIMES WHILE ON CAMPUS*

Selma University's mission is to prepare men and women to be servant leaders throughout the world. As a Christian College, Selma University seeks to stimulate students spiritually, intellectually and socially and to produce graduates who lead in the profession for which they were trained.

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**Financial Information**

The following regulations govern the discharge of financial obligations to Selma University. Each student is required to pay the college fees upon registration, at the beginning of each semester. Students *will not* be able to start classes until general fees are paid. The student is expected to fulfill their financial obligations to the school. When a student desires that a bill be sent to their guardians, the student may request that a statement from the Business Office be mailed to them. However, this does not release the student from penalties if bills are not paid when due.

**Student Expenses**

General Fees/Year	First Semester	Second Semester	Total (Yr)
Application Fee	\$20.00		\$20.00
Activity	\$20.00	\$20.00	\$40.00
Library	\$30.00	\$30.00	\$60.00
Health Insurance	\$80.00	\$80.00	\$160.00
I.D. Card	\$10.00	\$ -0-	\$10.00
Car Decal	<u>\$15.00</u>	<u>          </u>	<u>\$15.00</u>
	<b>\$175.00</b>	<b>\$130.00</b>	<b>\$305.00</b>
Tuition	\$3,240.00	\$3,240.00	\$6,480.00
Room & Board	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$5,000.00</u>
<b>Semester Cost</b>	<b>\$5,835.00</b>	<b>\$5,790.00</b>	<b>\$11,480.00</b>
<b>YEARLY TOTAL</b>		<b><u>\$11,785.00</u></b>	

Note: This is based on 12-18 hours semester.

**Laboratory Fees / Semester**

- Allied Health Labs ..... \$345.00
- Natural Science Labs ..... \$50.00

**Graduation Fees:**

- Undergraduate Degree ..... \$100.00
- Graduate Degree ..... \$125.00

**Other Fees:**

- Schedule Change (per change)..... \$10.00
- Transcripts (after the first) ..... \$8.00 (online only)
- Auto Tag (car registration)..... \$15.00 (per car)
- Replacement I.D. Cards ..... \$10.00

**Tuition**

- Degree
- ⇒ Per Semester Hour
- ⇒ (1-11 Credit Hours) \$250.00 per credit hour (\$2,750.00)
- ⇒ Per Semester
- ⇒ (12-18 Credit Hours) \$175.00 per credit hour (3,240.00)
- ⇒ Overload Hours (19+) \$270.00 per credit hour

Audit Course ..... \$425.00



# SELMA UNIVERSITY REGISTRATION

## First Semester

Tuition (12-18 credit hours).....	\$3,240.00
Boarding (Food) & Housing .....	\$2,500.00

### Fees

Application (If not already paid).....	\$20.00
Activity .....	\$20.00
Health Insurance .....	\$80.00
Library .....	\$30.00
I.D. Card.....	\$10.00
Car Decal .....	<u>\$15.00</u>
	\$175.00

**TOTAL FOR SEMESTER..... \$5,915.00**

## Second Semester

Tuition(12-18 credit hours).....	\$3,240.00
Boarding (Food) & Housing .....	\$2,500.00

### Fees

Activity .....	\$20.00
Health Insurance .....	\$80.00
Library .....	<u>\$30.00</u>
	\$130.00

**TOTAL FOR SEMESTER..... \$5,870.00**

**YEARLY TOTAL..... \$11,785.00**

### Notes:

- ⇒ For 1-11 credit hours a student is charged \$250.00 per credit hour.
- ⇒ For 12-18 credit hours a student is charged \$3,240.00 per semester.
- ⇒ A decal purchased in August is good for the Fall and Spring semesters.
- ⇒ A student starting in the Spring will have to pay the full price for a decal.
- ⇒ The Application fee is a one time fee paid when you apply to enroll.
- ⇒ All fees have to be paid before you attend class.
- ⇒ All Tuition and Boarding fees (if you are a boarding student) have to be paid before you take your semester's Mid-term Exams.
- ⇒ First time boarding students must pay a non-refundable, one time room reservation fee of \$100.00.
- ⇒ All first year Freshman students must stay in the dorm for a full year.

### Financial Aid

The Office of Student Financial Services supports the University goal of providing postsecondary education opportunities by assisting qualified Selma University students pursuing their educational goals with funds from grants, scholarships and loans from federal and private sources. The Office is committed to meeting the following goals:

- ⇒ ensure compliance with federal and institutional regulations and policy requirements governing student financial aid services,
- ⇒ maintain funding sources by ensuring program integrity through ongoing staff training and continuing education, external audits, and self evaluations,
- ⇒ maximize funds available for Selma University students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals, and
- ⇒ provide quality financial assistance services effectively and efficiently.

The Office of Student Financial Services of Selma University is located in the administration building on the 1st floor of Dinkins Hall, 1501 Lapsley St., Selma, Alabama. Phone: 334-872-2533. Exts. 112, 113.



# SELMA UNIVERSITY REGISTRATION

The Student Financial Services Office has two major objectives:

- ⇒ To supplement the efforts of the student and parents of the student in meeting educational costs.
- ⇒ To provide financial aid to students who would be unable to attend this institution without such assistance.

## Applying for Aid

The Student must apply for aid each academic year. The recommended application process is via the web @[www.fafsa.ed.gov](http://www.fafsa.ed.gov). This site will allow the student (and parent) to apply for federal student aid programs at the Free Application for Federal Student Aid Site. The processed application will determine a student's eligibility for grant and loan programs. Results of this application will be mailed to the student and electronically transmitted to each school listed in the student's application. Selma University School Code is 040673.

Use of a U.S. Department of Education PIN Number will speed the application process. A PIN is available online at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN is your electronic signature for the FAFSA, renewal FAFSA and Master Promissory Note for Loans. The PIN is also your access to your online aid history and your access to correcting your Student Aid Report Online. Your PIN can be mailed to you in 7 to 10 days or e-mailed within 72 hours. **KEEP YOUR PIN IN A SAFE PLACE-WE DO NOT HAVE ACCESS TO IT FOR YOU.**

Students requesting loan funding must also meet the one-time requirements of an online entrance counseling session through the guarantor/vendor website and an online Master Promissory Note. The Master Promissory note requires a USDE pin to complete. Please notify the Financial Aid Office when both steps are completed.

Student Financial Aid is paid each semester to enrolled students based on their eligibility that semester. Charges are deducted from student aid awarded and balances are paid to the students by the Business Office. The Business Office issues checks either in person or through the mail 14 days after the first day of class.

## Satisfactory Academic Progress Policy

The Office of Student Records and Registration calculates each student's progress toward the student's degree. Selma University's Satisfactory Academic Progress policy evaluates attendance, qualitative progress (GPA) as well as the quantitative progress (courses completed).

Any student receiving financial assistance who does not meet the satisfactory academic progress requirements during a preliminary review by the Office of the Registrar at the end of each semester will receive written notice of Warning for one semester. If during the second review at the end of the subsequent semester, the student fails to maintain the required standard, a notice of Probation will be sent. If during the third review the student fails to maintain the required standard, a Termination notice is sent informing the student that all financial assistance must be withdrawn. The student is responsible for ensuring that the grade point average and hours-earned data submitted by the Office of the Registrar are accurate and complete.

## Undergraduate Students—Grade Requirements

Financial Aid Students working toward a first undergraduate degree will be monitored for compliance with Federal Requirements for Satisfactory Academic Progress as outlined below:

The student must maintain a 2.0 GPA at Selma University.

- ⇒ The student must successfully complete 67% of all Selma University coursework attempted. All W's, I's, F's and audited coursework count as unsuccessful completions.
- ⇒ When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- ⇒ The student must complete degree requirements within 150% of the Published Program for degree completion. Selma University requires up to 126 semester hours to graduate. Therefore, financial aid will be available for no more than 189 semester hours of credit. All accepted transfer work will be counted in this calculation. This particular component of the satisfactory academic progress standards may not be appealed as per Federal regulations
- ⇒ The student *MUST* attend the first day of class to gain Financial Aid eligibility. A student
- ⇒ who registers late must attend the first day after registration.

The Selma University Catalog sets forth degree requirements on a four-year completion basis. Federal guidelines require that a student carry 12 credit hours per semester to be considered full-time; therefore, satisfactory academic progress is based on the assumption that a full-time student must earn 12 credit hours each semester.

Note: *Hours earned through remedial and/or developmental courses are considered toward meeting the minimum 12 credit-hour requirement.*

# SELMA UNIVERSITY REGISTRATION

*Repeated Coursework:* Financial Aid will pay for repeated courses once if that course was passed (greater than "F") during a previous term. Financial Aid will repeatedly pay for a failed course until that course has been passed. However, SAP policy is still in effect for all courses taken. If a student has previously passed a course, retakes the course but subsequently withdraws from or fails the course, that does count as the paid retake and the student may not be paid for retaking the course the third time.

Students not meeting the above standards will have financial aid suspended until the requirements are met. Students who lose financial aid must request reinstatement of aid when documentation of the cleared deficiency has been submitted to the Office of Student Financial Aid. Students changing majors will not have additional time allotted for achieving another degree.

## ⇒ Full-time Students

- ◇ Students enrolled in 12 hours or more per semester will be allowed 150% of the published program in which to complete a degree.

## ⇒ Part-time Undergraduate Students

- ◇ Students enrolled in a degree program must achieve a minimum cumulative grade point average of 2.0 after the student has earned and/or attempted 48 cumulative credit hours.

## **RIGHT OF APPEAL**

A student that is on Financial Aid Probation loses his/her eligibility to receive financial aid and will be suspended until he/she satisfy the necessary requirements to be reinstated. Students may appeal financial aid suspension in writing to the Director of Financial Aid. The appeal must clearly state the reasons the student did not achieve the requirements AND include an academic plan that will outline the conditions of financial aid reinstatement. The development of the academic plan by the student, advisor and CAPS will be submitted by the Director of Financial Aid along with the student's appeal for review by the Committee on SAP appeals. The Committee will review the appeal and the student will be notified in writing when a decision has been reached. The Financial Aid Committee meets each semester to review appeals.

## **Re-Establishing Satisfactory Academic Progress**

After financial assistance has been terminated, students may re-establish satisfactory academic progress by the following method:

- ⇒ Students may attend academic sessions at their own expense and improve hours and/or semester grade point average to meet the required standards.
- ⇒ Students who comply with this method should submit to the Office of Student Financial Aid a written request asking that their eligibility for financial aid be reinstated.

## **Student Rights**

The **student has the right** to ask a university:

- ⇒ for the names of the university's accrediting and licensing organizations.
- ⇒ for a copy of the documents describing the institution's accreditation or licensing.
- ⇒ about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- ⇒ what the cost of attending is, and what its policy is on refunds to students who drop out.
- ⇒ what financial assistance is available, including information on all Federal, state, local, private and institutional financial aid programs.
- ⇒ who its financial aid personnel are, where they are located, and how to contact them for information.
- ⇒ what the procedures and deadlines are for submitting applications for each available financial aid program.
- ⇒ how it selects financial aid recipients.
- ⇒ how it determines financial need, including cost of education and resources available.
- ⇒ how much of one's need, as determined by the university, had been met.
- ⇒ how and when one receives financial aid.
- ⇒ to explain each type and amount of assistance in the financial aid package.
- ⇒ what the interest rate is on any student loan, the total amount to be repaid, when length of time for repayment must start, and what cancellation or deferment provisions apply.
- ⇒ if offered a federal work-study job—what kind of job it is, what hours are to be worked, what the duties will be, what the rate of pay will be, and how and when wages will be paid.
- ⇒ to reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
- ⇒ how the university determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
- ⇒ what special facilities and services are available to persons with disabilities.

# SELMA UNIVERSITY REGISTRATION

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### REFUND POLICY

A student who withdraws or is administratively withdrawn from Selma University may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to Selma University for the semester. HOWEVER, if the student received financial aid (federal, institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs.

Students who officially withdraw from the University before completing a semester may be eligible for a partial refund of general fees and tuition.

- 1. A student who withdraws from the University before the beginning of the classes may claim a full refund of all expenses already paid.
- 2. A student who withdraws from the University no later than three (3) days after classes begin may claim a full refund except for \$95.00 of the general fees.
- 3. A student who withdraws from the University more than three (3) days after classes begin may claim a pro-rated refund according to the following structure:

Withdrawal during the 1st week (after day 3).....	75% refund
Withdrawal during the 2nd week.....	50% refund
Withdrawal during the 3rd week.....	25% refund
Withdrawal during the 4th week.....	15% refund
Withdrawal after the 4th week.....	0% refund

- 4. A student who received veteran's benefits and withdraws from the University may claim pro-rated refund of tuition and fees based on the length of the course.
- 5. A student who is forced to withdraw from the University as a result of disciplinary action forfeits his/her right to a refund.
- 6. Refunds will be determined from the last day that he/she attended school. The student assumes responsibility for formally filing for a refund. The calculation of the refund will be in accordance with federal pro-rated refund calculations, as determined by the U.S. Department of Education.

### Credit Balances

Whenever a school credits Federal funds to a student's account, and those funds exceed the student's allowable charges, a school must pay the excess Federal Funds (credit balance) directly to the student within 14 days of the later of:

- ⇒ the date the balance occurs on the student's account.
- ⇒ the first day of classes of the payment period or period of enrollment, or the date the student rescinds his or her authorization for school to retain funds in excess of the amount needed to cover allowable charges
- ⇒ the day of the payment period of enrollment for which the disbursement is intended.

### Federal "Return of Title IV Aid" (R2T4) Policy:

The Return of Title IV Funds policy applies to all federal financial aid programs, including Pell Grants, Supplemental Educational Opportunity Grants and student loans.

Under this federally mandated policy, students who withdraw from classes will be required to return financial aid funds received that are in excess of "earned" financial aid for the term. The percentage of the semester completed determines the percentage of aid earned. This percentage is calculated by dividing the number of days attended prior to the withdrawal date by the number of days in the semester. For example, if a student withdraws on the 30th day of a semester 100 days in length, the student will have earned 30 percent of the aid received (30/100=0.30). The "un-earned" 70 percent would be subject to the return policy.

Students who remain enrolled at least 60 percent of the term are considered to have earned 100 percent of aid received and will not owe a repayment of federal aid received. Students who withdraw during the initial total refund period at the start of each term are considered to have earned none of the aid received and will be required to return all federal aid received or paid to their account.



# SELMA UNIVERSITY REGISTRATION

Students considering withdrawing are encouraged to check with the Financial Aid Officer prior to withdrawal to discuss options.

*Note:* Students who have failed to attend any classes in one or more courses prior to withdrawing may be subject to a reduction of awards. Faculty reports "no shows" after the third class meeting. Awards paid assuming full-time attendance may be reduced to 3/4 or 1/2 time awards, and then the Return of Title IV Funds policy calculation will be made.

## Full-time Enrollment

Required credit hours to be certified as a full-time or half-time undergraduate or graduate student for fall and spring semesters and for the summer terms:

Enrollment status for financial aid purposes may or may not match enrollment status as defined by the Office of the Registrar. **Once a student drops a course, those hours cannot be used for verification of enrollment purposes.** Information updates are supplied to the National Student Clearinghouse periodically, and a student's enrollment status may change if he/she drops a course or withdraws from the university.

A student who is enrolled in less than a full-time course of study at Selma University may be in jeopardy of:

- ♦ losing insurance coverage under his or her parent/guardian's insurance policy;
- ♦ being placed on a loan repayment schedule by a lender or guarantor if the student is the recipient of Federal financial aid; and/or
- ♦ losing a scholarship if the guidelines for receiving the scholarship require full-time enrollment, etc.

If a student is co-enrolled at another collegiate institution during the same semester he or she is enrolled at Selma University, **only the enrolled hours** at Selma University can be used for enrollment certification purposes.

Undergraduate	Fall/Spring Semester	Full-time	12 hours
		Half-time	6 hours
	Summer	Full-time	9 hours
		Half-time	4 hours
Graduate	Fall/Spring Semester	Full-time	6 hours
		Half-time	3 hours
	Summer	Full-time	6 hours
		Half-time	3 hours

## Withdrawals

### Course Withdrawal

Students who wish to withdraw from a course after the expiration of the official ADD/DROP period may do so by completing a "Withdrawal From Course" form. Students should discuss the proposed withdrawal from the course with the student's academic advisor. Students must secure the signatures of the instructor of the course, faculty advisor and the Vice President for Academic Affairs before turning the request form over to the Office of Records and Registration.

### School Withdrawal

Students who wish to withdraw completely from the University must complete an Official Withdrawal form and a Student Withdrawal from School Clearance form. The Vice President for Academic Affairs and the faculty advisor will interview separately the student wishing to withdraw to make determination whether or not the withdrawal can be prevented.

Students must get clearance from the Business Office, the Library, Office of Student Affairs, Office of Academic Affairs and the Financial Aid Office before submitting the withdrawal form to the Registrar. Official notices of withdrawal will be sent to instructors, the Financial Aid Office, the Office of Student Affairs, the Business Office, and the Library. Selma University allows students to withdraw from school anytime during the semester up to the first day of the last two weeks of classes (before the start of final examination).

# SUMMER 2016 COURSE SCHEDULE

COURSE #      SECTION #      TITLE OF COURSE      CR.HRS. DAY      TIME      INSTRUCTOR      ROOM

## CORE COURSES OFFERED (ON CAMPUS)

BIO101	100	GENERAL BIOLOGY I	4	M-TH	8AM-10AM	CHAPATWALA, K	SB021
BIO102	100	GENERAL BIOLOGY II	4	M-TH	8AM-10AM	REEVES, T	SB009
BIO111	100	PRINCIPLES OF BIOLOGY	4	M-TH	10AM-12PM	REEVES, T	SB009
ENG111	100	FRESHMAN ENGLISH I	3	M-TH	8AM-10AM	CRUM, S	DH202
ENG112	100	FRESHMAN ENGLISH II	3	M-TH	10AM-12PM	CRUM, S	DH202
ENG205	100	ENGLISH LITERATURE	3	M-TH	TBA	TBA	TBA
HPR201	100	INTRO TO PHYSICAL EDUCATION	3	M-TH	1PM-3PM	PETTWAY	SB204
HIS101	100	WORLD HISTORY I	3	M-TH	10AM-12PM	KENDRICK	DH204
HIS211	100	AMERICAN HISTORY I	3	M-TH	5PM-7PM	KENDRICK	DH204
MUS101	100	MUSIC APPRECIATION	3	M-TH	10AM-12PM	CLARK, M	DH204
MTH101	100	COLLEGE MATH	3	M-TH	1PM-3PM	LOGAN	SB215
MTH111	100	COLLEGE ALGEBRA	3	M-TH	3PM-5PM	LOGAN	SB215
PSY101	100	INTRODUCTION TO PSYCHOLOGY	3	M-TH	8AM-10AM	RUDOLPH, D	DH201
REL101	100	INTRODUCTION TO BIBLICAL STUDIES	3	M-TH	10AM-12PM	CULLIVER, O	DH302
REL102	100	CONTINUATION OF BIBLICAL STUDIES	3	M-TH	10AM-12PM	TULLIS, S	DH301
REL103	100	INTRODUCTION TO OLD TESTAMENT	3	M-TH	8AM-10AM	TULLIS, S	DH301
REL104	100	INTRODUCTION TO NEW TESTAMENT	3	M-TH	1PM-3PM	CULLIVER, O	DH302
SOC101	100	INTRODUCTION TO SOCIOLOGY	3	M-TH	10AM-12PM	RUDOLPH, D	DH201

# SUMMER 2016 COURSE SCHEDULE

COURSE # SECTION # TITLE OF COURSE CR.HRS. DAY TIME INSTRUCTOR ROOM

## ACCOUNTING(ACC)

ACC211	100	PRINCIPLES OF ACCOUNTING I	3	M-TH	1PM-3PM	SALONE, W	DH208
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## BIOLOGY(BIO)

BIO101	100	GENERAL BIOLOGY I	4	M-TH	8AM-10AM	CHAPATWALA, K	SB021
BIO102	100	GENERAL BIOLOGY II	4	M-TH	8AM-10AM	REEVES, T	SB009
BIO111	100	PRINCIPLES OF BIOLOGY	4	M-TH	10AM-12PM	REEVES, T	SB009
BIO121	100	GENERAL ZOOLOGY	4	M-TH	1PM-3PM	REEVES, T	SB009
BIO215	100	INVERTEBRATE ZOOLOGY	4	M-TH	3PM-5PM	CHAPATWALA, K	SB021

## BUSINESS (BUS)

BUS361	100	BUSINESS COMMUNICATION	3	M-TH	1PM-3PM	THOMAS, C	DH209
BUS372	100	BUSINESS STATISTICS	3	M-TH	5PM-7PM	SALONE, W	DH209

## CHURCH HIST(CH)

CH-464	100	CHURCH HISTORY II	3	M-TH	3PM-5PM	TULLIS, S	DH301
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## ECONOMICS(ECO)

ECO211	100	PRINCIPLES OF ECONOMICS	3	M-TH	8AM-10AM	TBA	DH209
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## ENGLISH(ENG)

ENG091	100	DEVELOPMENTAL READING	3	M-TH	10AM-11AM	CRAIG, S	SB204
ENG092	100	DEVELOPMENTAL ENGLISH	3	M-TH	11AM-12PM	CRAIG, S	SB204
ENG111	100	FRESHMAN ENGLISH I	3	M-TH	8AM-10AM	CRUM, S	DH202
ENG112	100	FRESHMAN ENGLISH II	3	M-TH	10AM-12PM	CRUM, S	DH202
ENG205	100	ENGLISH LITERATURE	3	M-TH	TBA	TBA	TBA

## HEALTH/PHYSICAL EDU(HPR)

HPR201	100	INTRO TO PHYSICAL EDUCATION	3	M-TH	1PM-3PM	PETTWAY	SB204
HPR408	100	FIRST AID & SAFETY	3	M-TH	3PM-5PM	PETTWAY	SB204

# SUMMER 2016 COURSE SCHEDULE

COURSE #      SECTION #      TITLE OF COURSE      CR.HRS. DAY      TIME      INSTRUCTOR      ROOM

<b>HISTORY(HIS)</b>							
HIS101	100	WORLD HISTORY I	3	M-TH	10AM-12PM	KENDRICK	DH204
HIS211	100	AMERICAN HISTORY I	3	M-TH	5PM-7PM	KENDRICK	DH204
<b>HUMANITIES(ART)(MUS)</b>							
MUS101	100	MUSIC APPRECIATION	3	M-TH	10AM-12PM	CLARK, M	DH204
<b>MATHEMATICS(MTH)</b>							
MTH099	100	DEVELOPMENTAL MATH	3	M-TH	1PM-3PM	THOMAS, S	TBA
MTH101	100	COLLEGE MATH	3	M-TH	1PM-3PM	LOGAN	SB215
MTH111	100	COLLEGE ALGEBRA	3	M-TH	3PM-5PM	LOGAN	SB215
<b>NEW TESTAMENT(NT)</b>							
NT-222	100	LIFE & LETTERS OF PAUL	3	M-TH	1PM-3PM	TBA	TBA
<b>PSYCHOLOGY(PSY)</b>							
PSY101	100	INTRODUCTION TO PSYCHOLOGY	3	M-TH	8AM-10AM	RUDOLPH, D	DH201
<b>RELIGION(REL)</b>							
REL101	100	INTRODUCTION TO BIBLICAL STUDIES	3	M-TH	10AM-12PM	CULLIVER, O	DH302
REL102	100	CONTINUATION OF BIBLICAL STUDIES	3	M-TH	10AM-12PM	TULLIS, S	DH301
REL103	100	INTRODUCTION TO OLD TESTAMENT	3	M-TH	8AM-10AM	TULLIS, S	DH301
REL104	100	INTRODUCTION TO NEW TESTAMENT	3	M-TH	1PM-3PM	CULLIVER, O	DH302
<b>SOCIAL SCIENCE(SOC)</b>							
SOC101	100	INTRODUCTION TO SOCIOLOGY	3	M-TH	10AM-12PM	RUDOLPH, D	DH201
<b>THEOLOGY(CT)</b>							
CT-456	100	BLACK RELIGION & THEOLOGY	3	M-TH	8AM-10AM	CULLIVER, O	DH302

# SELMA UNIVERSITY REGISTRATION

## SCREENING REQUIREMENTS FOR ADMISSION

Required documents (i.e., physical exams, PPD, and immunization records with (2) MMRs) are due during enrollment and copies must be submitted to the Director of Allied Health office for admission to the program ten days prior to the beginning of the semester.

### CLASS HOURS

All 3 hour credit classes are 2.5 hours

Open Lab hours are every Tuesday, 9:00 a.m. to 2:00 p.m. in SB Lab 0019

### LAB FEES

Mandatory allied health lab fees of **\$340.00** will be subtracted out of the proceeds of your financial aid. These fees will cover supplies and equipment needed for preparation for clinical. Additionally, the lab fees will cover student liability insurance from Healthcare Providers Service Organization

### DRUG POLICY

The Allied Health Program has adopted a Zero Tolerance Policy to Drug Use.

Drug Screening:

Random drug screening will be done prior to clinical rotation and/or at the discretion of Allied Health Director, Coordinator, Dean of Students of Academic Affairs, and President.

Students with positive drug test will not be eligible to continue in the program.

## CRIMINAL BACKGROUND AND DRUG SCREENING FEES

Criminal Background and Drug Screening fees are:

Cost:		
	Criminal Background screening fee	\$20.00
	Drug screening fee	<u>\$40.00</u>
	<b>Total cost</b>	<b>\$60.00</b>

### Appendix A

#### **DRUG TESTING POLICY FOR ALLIED HEALTH STUDENTS**

##### **PERSONS TO BE TESTED**

Any student who desires to participate in the Allied Health Program at Selma University will be required to submit to urinalysis drug testing.

##### **TYPES OF TESTS TO BE PERFORMED**

An initial drug test will be required prior to participation in labs or clinical. A student will be required to authorize a drug test result to be provided to the Director, or other designated college representative. The student’s specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The college will not be responsible for the initial testing of the student. After the initial drug test has been provided, further testing of the student will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing On-site Testing. The Director or other designated college representative may request a test at any time. Random, reasonable suspension testing will be done. For random testing, all students will be included in a pool of names from which they may be randomly selected. This selection shall be done by number selection or computer software. Each instructor shall be responsible for maintaining an updated listing of students to provide an accurate random selection pool.

# SELMA UNIVERSITY REGISTRATION

## DRUGS TO BE TESTED

The following six panel drugs shall be tested:

Amphetamines  
Cocaine  
THC  
Opiates  
PCP  
Alcohol

## CONSENT TO DRUG TESTING

Each student is required to sign a statement verifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The Program Director or other designated college representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student upon request.

Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the program will not be permitted to continue in the program.

Students may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Allied Healthcare Director, or other designated college representative.

## SPECIMEN COLLECTION

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Director, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not the Allied Health Director, or any other college employee.

Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

When the student arrives at the collection site, the collection site person shall ensure that the student is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized college representative. If the student's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student.

The student may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated college representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

If the student is unable to provide a specimen during the collection process, the individual may not leave the collection site. The designated college representative should be notified by the collection site person that the student was not able to provide a specimen at that time. The Director or other designated college representative is responsible for ensuring that the student provides a sample at the collection site within the same day.

Once the specimen has been collected, the student and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student will complete the necessary information on the custody and control form. The student will sign the custody and control form verifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student. The student's participation in the specimen collection process is complete.

## DRUG COLLECTION FACILITY

Regular and random testing by the college shall be performed by utilizing On-site collecting. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form. Using only the primary specimen, the individual performing the test shall transfer the urine onto the transfer cups and send all samples to SAMSHA approved lab unless the Director or designated college representative deems otherwise.

# SELMA UNIVERSITY REGISTRATION

## DRUG TESTING LABORATORY

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

## MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history, or review of any other relevant biomedical factors.

Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results of the test or if unsuccessful in contacting the student directly, the MRO shall contact the designated college representative who shall have the student contact the MRO as soon as possible.

## REPORTING OF DRUG TEST RESULTS

Reporting of drug test results shall be made to the Director or other designated college representative. Tests results will not be released to any individual who has not been authorized to receive such results.

A written notification of the test results shall be provided to the Director, or other designated college representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to college representatives. Drug tests results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the college to receive such results.

Any institution of the Alabama College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

When drug test results are received by the Director, or other designated college representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student without first obtaining a specific written authorization from the student.

## PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED.

Students who test positive will be dismissed from the Allied Health program. If the student wishes to return to the program, she/he will be required to participate in a substance abuse program and earn a certificate of completion. Further, the case will depend upon the President's decision.

### Refusal to be Tested

A student who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the program. A refusal to cooperate in testing will result in suspension from the program and forfeiture of any scholarship. The designated college representative shall be notified of any refusal to be tested.

### Failure to Appear

A student who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student agrees to be tested, another collection date will be scheduled. If the student fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated college representative shall be notified of any failure to appear.

### Interference with the Collection Process

The student designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student who interferes or in any way attempts to alter the results of the designated student's specimen shall be subject to discipline, including suspension from the institution, termination from the program, and forfeiture of any scholarship. Any student designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution's Allied Health program.

## PUBLICATION OF POLICY

The college shall include the *Drug Testing of Students Policy* in the Student Handbook and other appropriate college publications, to ensure adequate notice and distribution.

Approved by: Dr. Alvin A. Cleveland, Sr., President of Selma University

# SUMMER 2016 COURSE SCHEDULE

## COLLEGE OF ALLIED HEALTH

COURSE #	SECTION #	TITLE OF COURSE	CR.HRS.	DAY	TIME	INSTRUCTOR	ROOM
<b>GENERAL COURSES</b>							
CAH115	110	CPR/AED	3	M	9AM-11AM	BRUNO, C	SB008
CAH116	110	ALLIED HEALTH PREP CLASS	3	F	7PM-9PM	HARRELL, M	SB005
<b>CERTIFIED NURSE ASST (CNA)</b>							
CAH121	110	FUNDAMENTALS OF NURSING I	3	M	9AM-11AM	GARRETT, A	SBAUD
CAH131	110	FUNDAMENTALS OF NURSING LAB I	3	W	9AM-11AM	GARRETT, A	SBAUD
CAH201	110	FUNDAMENTALS OF NURSING II	3	M	1PM-3PM	GARRETT, A	SBAUD
CAH211	110	FUNDAMENTALS OF NURSING LAB II	3	W	1PM-3PM	GARRETT, A	SBAUD
<b>PHLEBOTOMY</b>							
CAH221	110	PHLEBOTOMY THEORY	3	F	930AM-12PM	HARRELL, M	SB005
CAH231	110	PHLEBOTOMY LAB	3	F	1PM-3PM	HARRELL, M	SB005

*PHLEBOTOMY OPEN LAB ON TUESDAYS 9AM-2PM SBLAB 019A*

**SB** – Science Building, **Aud.** – Science Building Auditorium, **DH** – Dinkins Hall, **CB** – Chestnut Building,  
**S Chapel** – Small Chapel (107 Dinkins Hall)



# Family Educational Rights and Privacy Act (FERPA)

## Confidentiality of Student Records

Selma University is required to bring to the attention of all students' parents, and alumni the provision of **Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 also known as "The Buckley Amendment."**

Under the provision of this law, all students and former students of the University have the right to inspect their official educational records in the Office of Records and Registration (Registrar). The right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, or access by students to financial records of parents. Parents or guardians of a student may not see records nor receive grades unless the student specifically designates that his/her records and/or his/her grades may be available to the parents or guardians.

No-option "Directory Information" may be revealed by the University without the student's written permission. No-option "Directory Information" includes the following items:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

The Registrar's office, as custodian of the student academic records, will release such records to Selma University's officials and other designated persons for indicated specific and legitimate interests as outlined in the amendment. Students can opt-out of "Directory Information" by notifying the Registrar's office prior to the end of the current registration period.

Requests from the campus organizations to release a student's Grade Point Average for the purpose of determining the eligibility of a student for an organization will not be honored unless the student involved has specifically requested in writing to release this information.

All academic records and related materials are kept in the Registrar's Office. Students have the right to review their records and to challenge the content of any information that they feel is inaccurate. Students who have questions concerning their records should address them to the Registrar's Office. The Vice President of Academic Affairs is responsible for seeing that justifiable corrections are made.

